

11 February 1952

STATINTL

MEMORANDUM FOR: [REDACTED]

SUBJECT: Instructions re Safe Houses

STATINTL

1. [REDACTED] gave me the following instructions re your safe house function.

a. Prepare a complete census of all existing installations. Assemble all pertinent facts on each and be prepared to produce all facts on call.

b. Develop a requisition procedure in conjunction with Earl [REDACTED]. All requisitions must have [REDACTED] written approval. At least for a period, [REDACTED] wishes myself and himself to review each requisition. This I assume means not only reviewing the written requisition but the pertinent facts of each case.

c. Make arrangements with Colonel Sheffield Edwards to notify him personally, or a subordinate designated by him (presumably [REDACTED]) of each addition to or elimination from our census of safe houses.

d. Develop a standard mandatory check list of facts which you must know and retain in your individual safe house file.

- (1) Location, size, cost or lease terms.
- (2) Description of use or purpose.
- (3) Description of cover.
- (4) Office, Division, Branch and responsible official.
- (5) Collateral agreements protecting Government equity or establishing government liability.
- (6) Description of mechanics used in acquisition, persons used in acquisition, etc.
- (7) Numerous other pertinent details.

e. Security information to be known only to yourself, myself and [REDACTED]. Do not make use of secretaries to file or type sensitive information.

139

22

[REDACTED]  
Administrative Staff (Special)

EDE:mes